
CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 15: CONSTRUCTION RELATED “CO” FORMS REQUIREMENTS

SECTION 1500.0 GENERAL

This chapter describes the CO- Forms used for Construction Projects - both Capital and Non-Capital and regardless of the source of funds. Any work which meets the definition of “construction” as defined in Section 2.2-4301 of the Code of Virginia and which is regulated by the Uniform Statewide Building Code must be authorized by a Building Permit which is a Form CO-17. This Chapter provides instructions on the forms, documentation, and approvals required at various milestones in the process. Agencies are reminded that preparation and submission of an environmental impact report is required for each major state project which costs more than \$100,000. (Virginia Code §10.1-1188). See Section 708 of the Manual

1501.0 CAPITAL OUTLAY PROJECT ‘CO’ FORMS FOR CONSTRUCTION:

In addition to these construction related ‘CO’ forms, all capital outlay projects must also follow the approval procedures in Section 1404.4 unless specifically waived by the Director of the Bureau of Capital Outlay Management (or other delegated authority) or the documents authorizing the project. Approval and notification forms are listed in the table at the end of this chapter.

1502.0 ANNUAL PERMIT DESIGNATION:

The Building Official has determined that certain repair, remodeling and improvement projects can be performed at the agency level by agency forces or by contracting with minimal risk to public safety. Appendix P, Building Permit Policy, identifies those types of projects. To facilitate the process, the Building Official, at his sole discretion, has established an Annual Permit Procedure where agencies may request authority to review, approve, permit and inspect these types of projects locally by submitting the name of an Architect or Engineer on staff who will be the agency designee responsible to the Building Official for assuring that work done under the Annual Permit Authority is recorded and meets the requirements of the Building Code. After approval of the qualifications of the proposed person, the Building Official will issue a letter to the Agency designation the person named in the letter as the designee for review and approval of documents for proposed projects under the Annual Permit and for inspecting such projects to assure compliance with the USBC and applicable standards. See Section 1202 of the Manual

1503.0 DEMOLITION OF BUILDINGS

Demolition of any building (plant) regardless of size and type shall be authorized by the Governor prior to proceeding. (§ 2.2-2402.B, *Code of Virginia*.) This includes obtaining recommendations for approval to demolish the building / structure for the Art & Architecture Review Board and the Department of Historic Resources. The Division of Engineering and Buildings' Directive Number One provides specific instructions on the approval process. Requests for demolitions of existing buildings which must be done to allow for the new construction should be requested and approved before preliminary drawings for the new construction are prepared. The Agency is required to

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complete and submit E&B Form CO-17.1 with attachments to request authorization to demolish any building or structure on state property.

CO-17.1: Demolition Permit

- Purpose: To authorize demolition of existing structures on State property.
- Submit: One copy to Bureau of Real Property Management of CO-17.1 completed with all information and dates and copies of approval by other relevant State Agencies. One copy will be returned to the Agency when signed and approved by the Building Official and the Governor’s Designee.
- Other Uses: None
- Special Conditions: Request must show dates of approval to demolish the structure by the AARB and by Historic Resources. Also show dates of Asbestos Survey and Lead Based Paint Survey. Contract Documents must require proper disposal of Hazardous and Non-Hazardous materials including the proper handling and disposal permits. Authorization is contingent upon approval of the CO-8 for award of the Demolition Contract (or Construction Contract if demolition will be done as part of that contract).

1504.0 TEMPORARY FACILITIES (Other than Tents and Stages):

Though funding for a modular or industrialized building or prefabricated building may be proposed from maintenance and operating funds, such projects are essentially Capital in nature. Prior to submitting a requisition to the Division of Purchases and Supply or the Agency Procurement Office (where purchase is involved) or before finalizing any contractual arrangements for lease of a temporary facility, the Agency must assure that the item being leased or purchased will meet the requirements of the USBC (Building Code). See Chapter 12 for guidance. Before the item is delivered to the site, the Agency should submit plans of the structure to BCOM for issuance of a building / foundation permit. The plans shall show that the structure meets the requirements of the Virginia Uniform Statewide Building Code or the Virginia Industrialized Building Unit and Mobile Home Safety Regulations and is accessible to the disabled. The plans shall include site location plan, proper anchorage, tie down and utilities for the structure. See Chapter 12.

Include a site plan indicating the proposed location of the facility. The location of the facility, as well as the aesthetics of the proposed structure, shall be presented to the Art and Architectural Review Board. Prior to occupancy, the Agency shall apply to the State Building Official (Division of Engineering and Buildings) for a Certificate of Occupancy for the facility. Application shall be made on the E&B Form CO-13.3a Mod and be accompanied by a letter report of inspection recommending occupancy of the facility from the Regional Fire Marshal's Office.

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1505.0 CONSTRUCTION PROJECTS:

Capital construction projects are generally executed as shown in Chapter 14 and outlined in Figure 1401. The 3-digit agency code and the five digit project code assigned to the project in the Appropriation Act shall be the basic project identifier for the life of the project. Agencies with a blanket or umbrella appropriation; a project that will be accomplished by separate contracts at multiple locations or acquisitions at multiple locations; or a single project to be accomplished through two or more construction contracts, shall assign a 3-digit sub-project code for each undertaking.

Non-Capital Construction projects also must have an identifier for tracking purposes. The identifier is the three digit agency code followed by a five digit code composed on the last two digits of the year in which the project is first submitted to BCOM for review followed by the three digit agency code. (e.g. 194-04194-xxx for DGS) The last three subproject digits are sequential numbers assigned by BCOM when the submittal or application is first received. (e.g. 194-04194-012 for the twelfth DGS non-capital submittal received)

1506.0 BUILDING PERMITS

The construction documents submitted for Building Permit shall have sufficient information, sizes, dimensions, details, material descriptions, loads and load capacities, plans, sections, elevations and details for the Building Official to determine that the proposed work conforms to the requirements of the Building Code and applicable standards and policies. For most projects, this submittal will be plans and specifications. For repairs, remodels and minor improvements, it may be plans and specs or sketches with dimensions or even a narrative of the work to be done. In any case, the documentation must describe what is to be done and show that the work will conform the requirements of the building code and applicable standards and policies.

The submittal of completed working drawings and specifications (or other materials) by the Agency to BCOM shall be accompanied by a completed E&B Form CO-17A, Application for Building Permit. For work to be permitted under the Annual Permit by the Agency Designee, the documentation must satisfy the designee.

Some projects (e.g., work on historic landmarks, demolitions, water and wastewater treatment plants, central heating plants, etc.) may require the review of the Department of Health, Department of Historic Resources, and Department of Environmental Quality before a Building Permit will be issued. The Agency in concert with its A/E shall be responsible for determining when these reviews are necessary and ensuring that the appropriate review Agencies receive the plans and specifications. Changes required by the BCOM review comments shall be incorporated in the documents and the Work as a condition of the Building Permit.

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CO-17a: Application for Building Permit - for Capital Projects

- Purpose:** To request approval of Plans & Specifications including addenda and any post-bid modifications for construction upon approval of the CO-8 authorizing award of the Construction Contract. A separate Building Permit, CO-17, may be issued at the discretion of the Building Official for each phase of phased projects or to allow sitework to begin pending resolution of deficiencies in the documents.
- Submit:** Electronic CO-17a with all data including date of documents, number of addenda and dates, name and license number of Contractor, etc. Submit along with the CO-8 and any other material required to be submitted with the CO-8.
- Other Uses:** For projects reviewed by a Delegated Review Unit, also submit one (1) complete set of the Plans, Specifications, Addenda and any Post Bid Modification modifying the requirements of the Bid Documents along with the CO-17a (or copy of CO-17).
- Special Conditions:** E-mail the CO-17a (Excel format) to “ boforms@dgs.state.va.us”
- If negotiations were conducted with the Low Bidder to obtain a Contract, also include two (2) copies of the Post Bid Modification, CO-9b, and supporting documentation which describe the proposed changes to the Contract Documents.

CO-17a: Application for Building Permit - for Non-capital Projects

- Purpose:** To submit and receive approval of construction documents and to receive approval to begin construction
- Submit:** With the working drawings / construction documents when they are complete and ready for review. Submit 2 copies minimum (5 copies if more than one discipline is involved) of the documents. Submit Electronic CO-17a with applicable information filled in to describe the Work
- Other Uses:** To request extension of the Building Permit expiration date.
- Special Conditions:** E-mail the CO-17a (Excel format) to “ boforms@dgs.state.va.us”

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CO-17a: Application for a Building Permit - for ‘Proceed’ Projects

- Purpose: To request approval of the Plans and Specifications (or other documents describing the Work) for a ‘Proceed’ Project so that construction work may proceed.
- Submit: Electronic CO-17a along with five (5) copies of the completed Plans & Specifications or other documents which show/describe the work to be performed.
- Other Uses: None
- Special
Conditions: E-mail the CO-17a (Excel format) to “ boforms@dgs.state.va.us”

CO-17a mod: Application for a Building Permit (Modular / Industrialized Building)

- Purpose: To request approval of Plans and Specifications to construct foundations and anchorage systems for Modular or Industrialized Buildings and to install and connect “labeled” Industrialized Buildings for temporary or permanent use.
- Submit: Electronic CO-17a mod along with two (2) copies (minimum) of the Floor Plan(s) & Specifications or manufacturer’s data with serial #'s and seals, Site Plan, Foundation Plan & details, Anchorage Plan & details, and Entrance / Egress / Access Plan & details which show / describe the work to be performed.
- Other Uses: None
- Special
Conditions: Units proposed to be acquired and/or placed on state property shall conform to the requirements of the Virginia Industrialized Building Safety Regulations (IBR), shall have the appropriate labels of an Inspection service affixed, and shall have a Virginia Registration Number. See Chapter 12 for guidance for procuring an industrialized building to assure that it will be acceptable for use when delivered to the site.

E-mail the CO-17a (Excel format) to “ boforms@dgs.state.va.us”

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CO-17a tent: Permit / Certificate for Temporary Facility / Tent

- Purpose:** To request authority to erect and use a Temporary Facility or Tent for a relatively short period of time to accommodate specified functions. The application shall specify the use group, the type of construction, the occupancy load in the facility, the period of time the facility may be used, and any stipulations, conditions and modifications.
- Submit:** Submit a CO-17a tent with the TENT DATA completed. Also include a Site Plan showing the tent location and distances to adjacent building and property lines; a Floor Plan showing EXITS and furnishing layouts; and Tent Material Certificates of Conformance which document indicate Flame Resistance required by NFPA 701. Also submit data on stages, platforms, etc to be erected. Submit to BCOM at least 10 work days prior to the requested occupancy date.
- Other Uses:** None.
- Special Conditions:** Request shall indicate date proposed for erection, dates facility to be used, type of use / activity, and date to be taken down. Use of the facility will be subject to planned and unannounced inspections by the Fire Marshal and Building Official representatives.
E-mail the CO-17A (Excel format) to “ boforms@dgs.state.va.us”

CO-17a twr: Building Permit Application – Communication Tower

See Bureau of Real Property Management Policy for instructions. Copy of application is in Appendix B and on the website.

- Purpose:** To request approval of Plans and Specifications to construct foundations and tower structures for Communications Towers. Required for all towers on state property except those in the VDOT Right-of-Way (over which VDOT has jurisdiction) regardless of whether the towers are for state agency use or for use by leasee.
- Submit:** Electronic CO-17a twr along with five (5) copies (minimum) of the Tower Plan(s) & Specifications or manufacturer’s data with load design data, Site Plan, Foundation Plan & details, and Anchorage Plan & details, Professional Engineer’s Seals that are signed and dated.
- Other Uses:** None
- Special**

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Conditions: Communications Towers to be constructed / erected by a private sector entity on land leased from a state agency must have approval of the lease from the Bureau of Real Property Management before a Building Permit will be issued. See Chapter 12 for guidance for Communications Towers.

1507.0 Change Orders

Change orders to the contract may be necessary during the course of construction. Change orders are most commonly necessitated by unforeseen site or building conditions; errors or omissions in the contract documents; an opportunity to reduce the operating cost of the facility under construction; technology changes occurring since contract award which must be incorporated in the project; or a change in the agency requirement. All changes to the requirements shown on the Contract Documents **MUST** be documented by a Change Order to the Contract, regardless of whether the project is ‘capital’ or ‘non-capital’. Changes to the contract amount and/or performance time shall be included in an approved contract change order G.S.Form E&B CO-11. Change Orders to ‘capital’ contracts shall be justified or explained on the CO-11a . Change Orders to ‘non-capital’ contracts which require the approval of the Governor’s Designee shall be justified or explained on the CO-11a . The Agency may require that the CO-11a also be used as a management tool for other ‘non-capital’ project change orders.

CO-11 / CO-11a: CONTRACT CHANGE ORDER / JUSTIFICATION

Purpose: To request and receive approval of a change in the construction contract time, amount, or both.

Submit: For all locally approved capital outlay project change orders, submit one copy of the CO-11 and CO-11a with the contractor back-up cost materials to the BCOM within 5 days after the change order is approved and signed.

For all change orders requiring the prior approval of the Governor or his designee, submit two copies of the CO-11 and CO-11a with one copy of the contractor back-up cost material. The CO-11a shall specifically address points identified in Section 1404.11.

Other Uses: Must be used to document any and all changes to a construction contract (CO-9) using CPSM procedures. Must also be used to document change orders to maintenance reserve and other non-capital outlay construction contracts.

Special Conditions: None.

Changes involving an increase in construction contract price of **more than 25% of the original contract amount or \$50,000, whichever is greater**, shall have the prior written approval of the Governor or his designee. When the cumulative total of change orders exceeds the original contract

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amount by **more than 25% or \$50,000, whichever is greater**, any subsequent change order that increases the contract amount, regardless of the amount, shall have the prior approval of the Governor or his designee. Submit the CO-11 and CO-11a to BCOM for approval of the contract change with supporting documentation outlined in Chapter 10. The Agency justification section of the CO-11a on all change orders shall

- (1) include a written statement by the Agency outlining the proposed cost sharing by the responsible design professional when the change results from an error or omission or
- (2) answer the following questions when the change is generated by a change in agency requirement:
 - (a) When was the change in agency requirement known?
 - (b) If before bidding, why were the changes excluded from the bid package?
 - (c) Why can the work not be packaged and bid separately?
 - (d) What quantitative impact will the lack of this change have on the service delivery of the Agency?

An informational copy of all CO-11's and CO-11a's approved locally shall be sent to BCOM without the supporting documentation.

A/E Contract change orders may be necessary during the course of design and/or construction. Change orders are most commonly necessitated by unforeseen site or building conditions; changes in agency requirements; extra services required by the agency; technology changes occurring since contract award which must be incorporated in certain types of projects; or delays in construction which are not attributable to the A/E. All changes involving the contract amount or performance time shall be included in an approved contract change order G.S.Form E&B CO-11a/e and CO-11a (CO-11a/e and CO-11a).

CO-11a/e / CO-11a: ARCHITECT/ENGINEER CONTRACT CHANGE ORDER / JUSTIFICATION

- Purpose: To request and receive approval of a change in the contract time, amount or both.
- Submit: For all change orders requiring the prior approval of the Governor or his designee, submit two copies of the CO-11a/e and CO-11a with one copy of the A/E back-up cost material. The CO-11a shall specifically address points identified in Section 1404.11.
- Other Uses: Used to document all changes to the A/E contract and/or MOU.
- Special Conditions: None.

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Changes involving an increase in the A/E contract price of **more than 25% of the original contract amount or \$50,000, whichever is greater**, shall have the prior written approval of the Governor or his designee. When the cumulative total of change orders exceeds the original contract amount by **more than 25% or \$50,000, whichever is greater**, any subsequent change order that increases the contract amount, regardless of the amount, shall have the prior approval of the Governor or his designee. Submit the CO-11a/e and CO-11a to BCOM for approval of the contract change with supporting documentation indicating how the change in contract amount was determined. The Agency justification section of the CO-11a on all change orders shall

- (1) include a written statement by the Agency outlining the proposed cost sharing by the Contractor when the change results from a substitution proposed by the Contractor or
- (2) answer the following questions when the change is generated by a change in agency requirement:
 - (a) When was the change in agency requirement known?
 - (b) If before bidding, why were the changes excluded from the bid package?
 - (c) Why can the work not be procured separately?
 - (d) What quantitative impact will the lack of this change have on the service delivery of the Agency?

1508.0 Building Occupancy:

The Building Official may approve a building or facility being occupied when it is substantially complete. A new building, addition to a building, or a renovated building with a new use group classification shall not be occupied until the State Building Official issues a Certificate of Use and Occupancy, Form CO-13.3. The Agency shall apply to the BCOM for a Certificate of Occupancy by submitting a Form CO-13.3a Application and a CO-13.3b Checklist for Beneficial Occupancy with the required reports and Certificates of Substantial or Final Completion attached. Requests for Partial or Temporary Occupancy shall also include a small scale floor plan with the subject areas for occupancy noted.

The application shall include a CO-13.1 or CO-13.1a (Certificate of Completion or Certificate of Partial/ Substantial Completion by A/E); a CO-13.1b (Final Report of Structural and Special Inspections); a CO-13.2 or CO-13.2a (Certificate of Completion or Certificate of Partial/ Substantial Completion by Contractor); a copy of the Contractor and A/E's punch lists; and a letter or report from the Regional Fire Marshal's Office stating there are no objections to the building being occupied or stating conditions for occupancy of the building; and a CO-13.3b (Checklist for Beneficial Occupancy). If the A/E's construction visits / inspections were limited, also include a CO-13.1c (Certificate...by Construction Inspector ...). Projects which have elevators, food service / kitchen facilities, and/or water or waste water treatment facilities are required to be inspected separately and have a certificate of compliance issued by the inspecting entity. Include copies of certificates with

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the Application for Certificate of Use and Occupancy. The Building Official (Director, Division of Engineering and Buildings) may issue a Certificate of Use and Occupancy when, in his judgment, the building is substantially complete and all life and fire safety elements of the project design are functioning properly.

CO-13.3a Application for Certificate of Use and Occupancy

- Purpose:** To authorize the use of a building for its intended function. The certificate shall specify the use group, the type of construction, the occupancy load in the building and all parts thereof, the edition of the Uniform Statewide Building Code under which the building was constructed and any stipulations, conditions and modifications.
- Submit:** A completed CO-13.3a, Application for Certificate of Occupancy, with a completed and signed CO-13.1a Certificate of Partial or Substantial Completion by A/E or CO-13.1, Certificate of Completion by A/E; a completed and signed CO-13.2a, Certificate of Partial or Substantial Completion by Contractor, or CO-13.2, Certificate of Completion by Contractor; a CO-13.3b, Checklist for Beneficial Occupancy; and the Fire Marshal's Inspection / Acceptance Report to BCOM at least 5 work days prior to the requested occupancy date.
- Other Uses:** None.
- Special Conditions:** Include copies of certificates for elevators, food service / kitchen facilities, and/or water or waste water treatment facilities as may be applicable for the project.

CO-13.3a Application - Temporary or Partial Certificate of Use and Occupancy

- Purpose:** To authorize the use of a building or portion thereof for its intended function. The certificate shall specify the use group, the type of construction, the occupancy load in the building and all parts thereof, the edition of the Uniform Statewide Building Code under which the building was constructed and any stipulations, conditions and modifications concerning the building's use or occupancy.
- Submit:** A completed CO-13.3a, Application for Certificate of Occupancy, with a completed and signed CO-13.1a Certificate of Partial or Substantial Completion by A/E with current punch list; a completed and signed CO-13.2a, Certificate of Partial or Substantial Completion by Contractor including

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Contractor’s list of incomplete work; a CO-13.3b, Checklist for Beneficial Occupancy; the Fire Marshal's Acceptance Report; and copies of any applicable specialty certificates; to BCOM at least 5 work days prior to the requested occupancy date.

Other Uses: None.

Special

Conditions: Include a small scale floor plan showing areas proposed to be occupied with requests for Temporary or Partial Occupancy.

CO-13.3a mod: Application for Certificate of Use and Occupancy – Modular / Industrialized Building

Purpose: To authorize the use of a modular or industrialized building for its intended function. The certificate shall specify the use group, the type of construction, the occupancy load in the building, the edition of the Uniform Statewide Building Code under which the building was constructed, the labels and Virginia Registration Number of the units, and any stipulations, conditions and modifications.

Submit: A completed and signed CO-13.3a mod, Application for Occupancy – Industrialized Building with applicable attachments and the Fire Marshal's Inspection / Acceptance Report to BCOM at least 5 work days prior to the requested occupancy date.

Other Uses: None.

Special

Conditions: Include a site plan showing the location of this building on the site with distances to adjacent buildings and property lines if not submitted with the CO-17a mod Application for Building Permit.

1509.0 Permit Close Out

Every project which has a Building Permit issued authorizing the Work shall be closed out by the completion of and submission of a Project Completion Report, GS Form E&B CO-14 for ‘capital’ projects or an e-mail notice of completion to boforms@dgs.state.va.us for ‘non-capital’ projects. This includes projects which may have been cancelled by the agency and

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never constructed, projects where funds were reverted, projects which were combined with another project and the funds transferred, and projects where the funding was never allotted.

A ‘capital’ project may be reported as 100% complete in the semi-annual capital outlay status report when a Certificate of Occupancy, CO-13.3, has been issued by the State Building Official and in the case of renovation projects where there is no change in use group classification, when the owner has taken beneficial occupancy of the entire project area.

The Project Completion Report, GS Form E&B CO-14, shall be submitted to BCOM as soon as practical after the project is physically complete and the associated administrative steps have been concluded, but no later than 12 months after the owner occupies the building or the work has been accepted as substantially complete. Included in this generalized statement are such things as the contractors submission of warranty, operating manuals, maintenance procedures and other user required documentation; submission of the record drawings by the A/E; release of retainage to the contractor and final payment for any outstanding invoices and other ancillary or associated work/equipment provided by vendors and contractors not associated with the general construction; etc.

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NON-CAPITAL CONSTRUCTION CO- FORMS SUMMARY

<u>FORM #</u>	<u>DESCRIPTION</u>	<u>WHEN TO SUBMIT</u>	<u>FORMAT</u>	<u>CPSM CH</u>
Optional	Initiate Project	None to BCOM	Agency discretion	10
Optional	A/E Fee Proposal	A/E submits to Agency	Agency discretion	6
CO-3, CO-3.1, CO-3.1a, or CO-3.2	Owner – A/E Contracts	None to BCOM	Use appropriate CO- form	4
CO-5a	Notice to Locality	Completion of Preliminary Documents	See Chapter 14	14
Transmittal Form	Working Drawings / Construction Documents	With documents	Paper	12
CO-6a	Inspection Statement	With Working Drawings w/CO-6b attached	Paper	8
CO-6b	Special Inspection List	Attached to CO-6a	Paper	8
CO-8 Optional	Approval to Award Contract	Agency discretion	To Agency File	10
CO-9	Owner - Contractor Contract	None to BCOM	To Agency File	10
CO-9b	Post Bid Modification	Attached to CO-9	To Agency File	10
CO-9.1	Notice of Award	No submittal to BCOM	“POST” copy	10
CO-10	Performance Bond	No submittal to BCOM	To Agency File w/CO-9	10
CO-10.1	Payment Bond	No submittal to BCOM	To Agency File w/CO-9	10
CO-11	Change Order to Construction Contract	When Change Order requires Governor’s approval (2 originals)	Paper w/ CO-11a justification & backup	10, 14

FIGURE 1501

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CO-11	Change Order to Construction Contract	When Change Order DOES NOT require Governor’s approval	No submittal to BCOM	10, 14
CO-11a	Change Justification	With CO-11	See CO-11	10, 14
CO-11a/e 14	Change Order to A/E Contract	When Change Order requires Governor’s approval (2 originals)	Paper w/ CO-11a justification & backup	3, 6,
CO-11a/e 14	Change Order to A/E Contract	When Change Order DOES NOT require Governor’s approval	No submittal to BCOM	3, 6,
CO-12	Schedule of Values, Request for Payment	No submittal to BCOM	To Agency File	10
CO-13	Affidavit - Payment of Claims	With Contractor’s Final payment request	To Agency File	10
CO-13.1a	A/E Certificate of Substantial Completion	After Substantial Completion Inspection	Paper, pdf or FAX with CO-13.3a	10, 14
CO-13.1	A/E Certificate of Completion	After Final Completion Inspection	To Agency File	10, 14
CO-13.1b	Final Report of Structural Inspections	After Substantial Completion Inspection	Paper, pdf or FAX with CO-13.3a	10, 14
CO-13.1c	PM or PI Certificate of Substantial Completion	After Substantial Completion inspection	Paper, pdf or FAX with CO-13.3a	14
CO-13.2	Contractor Certificate of Completion	After completion of Final Inspection	To Agency File	10
CO-13.2a	Contractor Certificate Substantial Completion	Before Substantial Completion inspection	Paper, pdf or FAX with CO-13.3a	10, 14
CO-13.3	Certificate of Use & Occupancy	None	Issued by DEB/BCOM	10, 14

FIGURE 1501 (cont.)

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<u>FORM #</u>	<u>DESCRIPTION</u>	<u>WHEN TO SUBMIT</u> <u>CPSM CH</u>	<u>FORMAT</u>	
CO-13.3a	Application for Certificate of Use & Occupancy	After Substantial Completion Inspection - Prior to Occupancy	Paper, pdf or FAX w/ CO-13.1a, CO-13.2a, CO-13.3b & other reports	10, 14
CO-13.3b	Checklist for Beneficial Occupancy	With CO-13.3a	Paper, pdf or FAX	14
None	To Close Permit	When completed	E-mail note to boforms	10, 14
CO-14a	A/E Performance	Not Required	copy to A/E	10
CO-14b	Contractor Performance	Not Required	copy to Contractor	10
CO-17	Building Permit	None	Issued by DEB/BCOM	10
CO-17a	Permit Application - Non-Capital Project	With plans & specs for Non-capital, Towers, Tents, Industrialized/Modular Bldgs	Electronic	14
CO-17.1	Demolition Permit For a Building	After DHR & AARB Approvals, before demolition	Paper to BRPM w/attachments	14
CO-18	Sole Source Procurement Approval	Before Working Drawings	Paper	8

FORMAT TO BCOM explanations

Electronic = E-mail or other electronic transmission to a specified electronic address

FAX = Paper copies transmitted electronically from one FAX machine to BCOM FAX number
OR a ‘scanned’ document in ‘pdf’ format sent electronically to BCOM E-mail address

Paper = Paper copy or original w/signatures sent by US Postal Service or by courier service

pdf = Indicates that ‘scanned’ document in ‘pdf’ format sent electronically to BCOM E-mail address may substitute for ‘Paper’ or FAX copy

FIGURE 1501 (cont.)